**2017-2018 Student Organization Information & Budget**

This worksheet will help you in preparing to enter your budget in the online application. It is not a fillable form, instead print and fill it out manually.

*https://www.engg.ksu.edu/current-students/student-orgs/orgbudget/* (available 10/2/2017)

## ORGANIZATION

|  |  |
| --- | --- |
| Organization Name |  |
|  |  |
| Type of Organization | * Design/Competition Team * Professional Organization * Service/Social * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Funding Plan | *How do you plan to use the funding approved for your use? 100 words or less.* |
| Description of Benefits | *Description of what this funding will allow the organization to accomplish. 100 words or less.* |
| History & Future Events | *You will need to upload a single page Word or PDF file containing two bulleted lists:     1. A list of your organization's activities and events last academic year.     2. A list of this year's known activities and events, including dates.* |
| Does your organization send newsletters to alumni and/or donors?   * Yes * No | |
| Is your organization interested in having company representatives present during your meetings?   * Yes * No | |

## PEOPLE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Representative | Name |  | eID |  |
|  |  |  |  |  |
|  | Title |  | | |
|  |  | | | |
| Alternate Representative (opt) | Name |  | eID |  |
|  |  |  |  |  |
|  | Title |  | | |
|  |  | | | |
| Academic Advisor | Name |  | eID |  |
|  |  |  |  |  |
|  | Title |  | | |
|  |  | | | |

## REVENUE/INCOME *(Whole numbers only)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Balances from prior year |  | | |  |
| Foundation account balance |  | | |  |
| Checking account balance |  | | |  |
| Dept or other account balance |  | | |  |
| Total Balance from prior year |  | | |  |
|  |  | |  |  |
| Department Contribution | Department | Requested Amount |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Gifts/donation |  | | |  |
| Fundraising |  | | |  |
| Other Foundation support |  | | |  |
| CSI Support |  | | |  |
| *If 0, explain* |  | | |  |
| Requested college support |  | | |  |
| *If 0, explain* |  | | |  |
| TOTAL REVENUE |  | | |  |

## EXPENSES *(Whole numbers only)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supplies |  | | | | | | |  | | |
|  |  | | | | | | |  | | |
| Social activities/events |  | | | | | | |  | | |
| Travel |  | | | | | | |  | | |
| Purpose |  | | | | | | | | | |
| Destination |  | | | | | | | | | |
| # Students |  |  | | |  | | | | |  |
|  | Airfare | | Lodging | Registration | | Food | Total | | |  |
| $ |  | |  |  | |  |  | | |  |
|  | | | | | | | | | |  |
| Purpose |  | | | | | | | | | |
| Destination |  | | | | | | | | | |
| # Students |  |  | | |  | | | | |  |
|  | Airfare | | Lodging | Registration | | Food | Total | | |  |
| $ |  | |  |  | |  |  | | |  |
| ***Add more as needed*** |  | | | | | | | |  |  |
|  |  | | | | | | | |  |  |
| Other |  | | | | | | |  | | |
|  |  | | | | | | |  | | |
| TOTAL EXPENSES |  | | | | | | |  | | |